

**Claim On Prime Contractor**

TO: \_\_\_\_\_  
(Agent's Name)

Certified Mail # \_\_\_\_\_  
Receipt Requested

\_\_\_\_\_  
(Surety Company)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

TO: \_\_\_\_\_  
(Contractor's Name)

Certified Mail # \_\_\_\_\_  
Receipt Requested

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

TO: City of Austin  
Public Works Department  
Contract Procurement Division  
One Texas Center, Suite 1045  
505 Barton Springs RD  
Austin, TX 78704

Certified Mail # \_\_\_\_\_  
Receipt Requested

RE: \_\_\_\_\_  
(Project Name)

\_\_\_\_\_  
(Bond #)

**TO WHOM IT MAY CONCERN:**

\_\_\_\_\_, has a claim in the sum of \$ \_\_\_\_\_ against \_\_\_\_\_  
(Sub-Contractor's Name of Firm) (General Contractor's Name)  
for labor performed and materials delivered for services during the month of \_\_\_\_\_, on the above  
(Month, Year)

referenced project. A copy of the written subcontract agreement and invoices are attached, along with a Sworn Statement of Account.

This notice is sent in compliance with Chapter 2253, Texas Government Code, and is NOT to be construed as a reflection upon the credit practices or paying habits of \_\_\_\_\_. This notice is required  
(Name of General Contractor)

by law and it is generally welcomed by all responsible firms who uphold sound methods of conducting their businesses.

If you need any additional information to process this claim or if you believe that this claim is defective in any way, please notify us at once.

Dated this \_\_\_\_\_ .  
(Day, Month, Year)

By: \_\_\_\_\_  
(Name of Owner or Representative Subcontractor)

(continued on next page)

**NOTE: The notice must be mailed on or before the 15<sup>th</sup> day of the third month after each month in which any of the claimed labor was performed or any of the claimed material was delivered.**

STATE OF TEXAS                    §

COUNTY OF TRAVIS               §

### SWORN STATEMENT OF ACCOUNT

Before me the undersigned authority on this day personally appeared \_\_\_\_\_ who, after  
being by me duly sworn did depose and say: (Name of Owner of Subcontractor)

1) My name is \_\_\_\_\_, I am the Owner of \_\_\_\_\_  
(Name of Owner of Subcontractor or Representative) (Name of your firm)  
and am authorized to make this affidavit.

2) \_\_\_\_\_ has a claim in the amount of \$ \_\_\_\_\_ for labor performed  
(Name of your firm)  
and/or materials delivered to \_\_\_\_\_ for work performed and or materials delivered  
(Name of Contractor)  
during the month of \_\_\_\_\_. The labor performed and materials delivered included:  
(Month, Year)  
\_\_\_\_\_, for the \_\_\_\_\_ in Travis County,  
(describe activities) (Name of the Project)

Texas. These activities are itemized on the attached contract invoices.

3) The amount of the claim as shown on the attached invoices is just and correct, and all lawful offsets, payments and credits known to the undersigned claimant have been allowed.

4) This claim includes total contract amount claimed, plus retainage.

By: \_\_\_\_\_  
Owner's Name or Representative

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_  
(Day, Month, Year)

\_\_\_\_\_  
Notary Public, State of Texas